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12 January 1961

MEMORANDUM FOR: Chief, Management Staff  
SUBJECT : Request for Management Assistance

1. This memorandum supplements our request dated 10 October 1960 in which we requested a workload study of maintenance duties and functions.
2. It is now requested that a similar study be conducted, with a representative of the Physical Security Division/OS, of the fire protection force.
3. This request has been coordinated with the above Division Chief.

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DISTRIBUTION:

- Orig. & 1 - Addressee  
1 - Director of Communications  
1 - Physical Security Division/OS  
1 - [REDACTED]

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